

CAREER OPPORTUNITY



SARATOGA COUNTY DEPARTMENT OF HUMAN RESOURCES

ISSUED 10/15/2020

PLEASE POST CONSPICUOUSLY

SARATOGA COUNTY DEPARTMENT OF HUMAN RESOURCES
ANNOUNCES AN OPEN-COMPETITIVE EXAMINATION FOR

VETERINARY TECHNICIAN **(ONLINE TRAINING AND EXPERIENCE)**

EXAMINATION #: 68-061

Veterinary Technician, Saratoga County. The results of this eligible list will be used to fill other vacancies as they occur under the jurisdiction of the Saratoga County Human Resources Department.

SALARY: \$51,226

LAST DATE TO FILE: October 30, 2020

LAST DATE TO SUBMIT QUESTIONNAIRE: December 31, 2020

NOTICE: RELIGIOUS ACCOMMODATIONS-HANDICAPPED PERSONS: If special arrangements for testing are required, indicate this on your application form.

RESIDENTS: Candidates must have been legal residents of New York State for at least FOUR months immediately preceding the date of the exam. Pursuant to subdivision 4a of Sec. 23 of the Civil Service Law, preference may be given to successful candidates who have been legal residents of the municipality to which the appointment is to be made for at least FOUR months preceding the date of the written test.

APPLICATION FEE: An examination fee of \$10.00 (**Residents and Non-residents**) is required for each separately numbered examination for which you apply. The required fee must accompany your application. **Check or money order only. CASH WILL NOT BE ACCEPTED!** Please make checks payable to the Saratoga County Treasurer's Office, \$20 return check fee. This fee is non-refundable. You are urged to compare your qualifications carefully with the requirements for admission stated in the "Minimum Qualifications" section of the examination announcement, and file for only those examinations for which you are clearly qualified.

APPLICATION FEE WAIVER: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency, or if you are an honorably discharged Military Veteran (DD214). **All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. A copy of this document can be obtained from the Saratoga County Human Resources Office or on our website at www.saratogacountyny.gov.**

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing duties required in carrying out medical orders as prescribed by a licensed Veterinarian which requires an understanding of veterinary science. The Veterinary Technician assists in the practice of veterinarian medical care and regular maintenance of all animals at the shelter. There are some physical risks involved in the work due to the nature of the animal population. The employee may have to hold, move or lift animals in excess of 50 pounds in weight. Work is performed under the direct supervision of the Director and Deputy Director as well as, at times, under the general supervision of a licensed veterinarian. Supervision of subordinates is not a function of this class. Does related work as required.

MINIMUM QUALIFICATIONS: Either....

A) Graduation from a regionally accredited or New York State University or College with a Bachelor's Degree in Veterinary Science & Technology and three (3) years of experience in a veterinary office, shelter or boarding facility; OR

B) Graduation from a regionally accredited or New York State University or College with an Associate's Degree in Veterinary Science & Technology, and five (5) years of experience in a veterinary office, shelter or boarding facility.

“Special Requirements: Appointees to this position must possess a permanent license and current registration as an Animal Health Technician, Veterinary Technician or Veterinarian from the New York State Education Department **at the time of application for examination.”**

SCOPE STATEMENT: There will be no written or oral test for this examination. If you meet the minimum qualifications, you will receive a rating based upon an evaluation of your training and experience against the duties of the position being tested.

Candidates must first complete an examination application and return it to Saratoga County Human Resources on or before the last filing date of **October 30, 2020**. Approved candidates will be sent a notice containing directions to a website address needed to complete a Training and Experience Questionnaire.

The Training and Experience Questionnaire will be available on **December 1, 2020**. Approved candidates will be required to complete and submit this questionnaire **between Tuesday, December 1, 2020 and midnight on, Thursday, December 31, 2020**. NOTE: Candidates will not be able to claim any credit for training or experience gained after the application filing deadline of **October 30, 2020**. Candidates who fail to submit a questionnaire by **midnight, Thursday, December 31, 2020**, will not receive a rating.

NOTICE TO CANDIDATES: “UNLESS OTHERWISE NOTIFIED, CANDIDATES ARE PERMITTED TO USE QUIET, HAND-HELD, SOLAR OR BATTERY POWERED CALCULATORS. Devices with “Typewriter Keyboards,” “Spell Checkers,” “Personal Digital Assistants,” “Address Books,” “Language Translators,” “Dictionaries,” or any similar devices are **prohibited**. You will not be permitted to use the calculator function of your cell phone.

ELIGIBLE LIST: A candidate's eligibility begins when his or her name is placed on the eligible list and continues for a minimum of one year.

SECTION 243-b Provides that any member of the armed forces of the United States who had duly filed an application to compete in a scheduled competitive examination, but was deprived of the opportunity to compete in a scheduled competitive examination due to active military duty be provided with a special military makeup examination.

SECTION 85a OF THE CIVIL SERVICE LAW: In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

VETERAN CREDITS: For the purpose of claiming veteran credits on a Civil Service examination, an applicant must have served in the armed forces of the United States at any time during the following periods:

World War II—December 7, 1941 to and including December 31, 1946

Korean War—June 27, 1950 to and including January 31, 1955

Vietnam Conflict—February 21, 1961 until May 7, 1975

Lebanon – June 1, 1983 – December 1, 1987

Grenada – October 23, 1983 – November 21, 1983

Panama – December 20, 1989 – January 31, 1990

Persian Gulf – August 2, 1990 to the end of such hostilities (not yet determined)

- For hostilities in Lebanon, Grenada, and Panama, the individual **must** have received the Armed Forces, Navy, or Marine Corps expeditionary medal.
- Beginning January 1, 1998, the NYS Constitution allows members of the US Armed Forces who are on active duty (other than for training purposes) the right to request **extra War Time Veterans Credits** on a civil service examination prior to discharge.

If you are currently on active duty, you may request the addition of veteran's credits to your examination score. You must request the extra credits on your examination application in the space provided. If you pass the examination, the credits will be added automatically. To use the extra credits at the time of appointment you must have received an honorable discharge, be a US citizen, and be a resident of New York State. According to Section 85 (4) (a) of the New York State Civil Service Law, extra credits may only be used once for an original appointment or promotion in the civil service of New York State or civil division thereof.

SECTION 23.2: This entire examination is prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating of examinations, will apply.

APPLICATIONS: You may get application forms by writing the Saratoga County Human Resources Department, 40 McMaster St., Ballston Spa, NY 12020, downloading from our website @ www.saratogacountyny.gov, calling 518-885-2225 or in person. Time and place of the examination will be mailed to approved candidates one week before the date of the examination.

“SARATOGA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER WITH AN AFFIRMATIVE ACTION PLAN”